

PLANNING DIVISION

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SITE PLAN REVIEW CHECK LIST

The Technical Review Committee (TRC) reviews site plans for compliance. The TRC holds regularly scheduled meetings twice per month. Thirteen (13) copies of the site plan must be submitted to the Planning Division for review by the TRC. The following are some items required by the Zoning Ordinance, which are sometimes overlooked during site plan preparation. This list is not intended to address all requirements for site plan review and approval.

- _____ 1. Name and address of petitioner and owner
- _____ 2. Name and location of development
- _____ 3. Vicinity (location) map, date, North arrow
- _____ 4. Dimensions of lot and plan drawn to scale (identify scale)
- _____ 5. Existing zoning
- _____ 6. Proposed zoning, if applicable, including existing zoning of all abutting property
- _____ 7. Proposed use of the facility
- _____ 8. Existing buildings, buildings proposed for construction (including required setbacks), and/or buildings proposed for demolition. (Those proposed for demolition will require a permit from the Inspections Division.)
- _____ 9. Limits of established 100-year flood plain
- _____ 10. An area equal to five (5) percent of the parking area must be landscaped with plants at least four (4) feet in height at the time of planting and five (5) feet in width at maturity. The location of such landscaping shall be on the property line of the street on which the property fronts and/or in a location approved by the City Horticulturist. The plant types and sizes must be specified.
- _____ 11. Structures, signs, or plantings shall not exceed three (3) feet in height, which obstruct visibility at an intersection or driveway. Plantings may be used if the height of the lowest limbs is at least six (6) feet above the ground.
- _____ 12. A fifty (50) foot wide setback and an evergreen vegetative buffer at least four (4) feet in height at the time of planting and ten (10) feet in width at maturity must be planted where a multi-family residential district abuts a single-family residential district.
- _____ 13. A fifty (50) foot wide setback and an evergreen vegetative buffer at least four (4) feet in height at the time of planting and ten (10) feet in width at maturity must be planted where a commercial district abuts a residential district.
- _____ 14. A one-hundred (100) foot wide setback and an evergreen vegetative buffer at least four (4) feet in height at the time of planting and ten (10) feet in width at maturity must be planted where an industrial district abuts a residential district.
- _____ 15. Is the project located in a Commercial Corridor Overlay District, Scenic Corridor Overlay District, or Historic District? _____ yes _____ no

- _____ 16. The existing and/or proposed right-of-way widths of any adjoining public street
- _____ 17. Location of existing and proposed parking areas and number of spaces
- _____ 18. Proposed off-street parking is prohibited in the required _____ foot wide front yard setback or within twenty (20) feet of any residential lot line.
- _____ 19. The minimum dimensions for conventional parking spaces are nine (9) feet by eighteen (18) feet.
- _____ 20. Off-street handicapped parking spaces shall be at least thirteen (13) feet by eighteen (18) feet. Such spaces are identified by both on-grade symbols and above-grade signs. Van accessible handicap spaces may also be required.
- _____ 21. The minimum dimension for an aisle and one row of perpendicular parking is forth-two (42) feet and for an aisle and two rows of perpendicular parking is sixty (60) feet.
- _____ 22. Ingress and egress points
- _____ 23. Driveway entrances are at least thirty (30) feet but not more than fifty (50) feet, in width for two-way traffic, as instructed by the Traffic Engineer.
- _____ 24. Curb and gutter shall be installed along the frontage of the property, as instructed by the Traffic Engineer.
- _____ 25. An excavation permit will be needed for any work proposed to be performed in the City right-of-way. (Application must be made at the Engineering Division.)
- _____ 26. A fire lane designated to serve the development must be identified with on-grade and above-grade signs. The minimum width for the fire lane is eighteen (18) feet, and the pavement design must be adequate to support an eighteen (18) ton emergency vehicle.
- _____ 27. Handicapped access ramp and toilet facilities
- _____ 28. A temporary construction entrance shall be at least fifty (50) feet in depth, twenty (20) feet wide
- _____ 29. A water meter vault on the site adjacent to the right-of-way. A standard detail of the vault is available from the City Engineer.
- _____ 30. An erosion and sediment control plan) Note that both of these plans are required if the
- _____ 31. A stormwater management plan) project will disturb a land area equal to or greater
- _____ 32. A Stormwater maintenance agreement) than 1,000 square feet.
- _____ 32. Proposed sewer connection location (Application must be made at the Engineering Division.)
- _____ 33. Proposed water connection location (Application must be made at the Engineering Division.)
- _____ 34. Any variances must be listed on the site plan with a signature space reserved for the Secretary of the Board of Zoning Appeals.
- _____ 35. There is a site plan review fee payable to the City of Lynchburg. (Fee to be determined by the Planning Division.)